

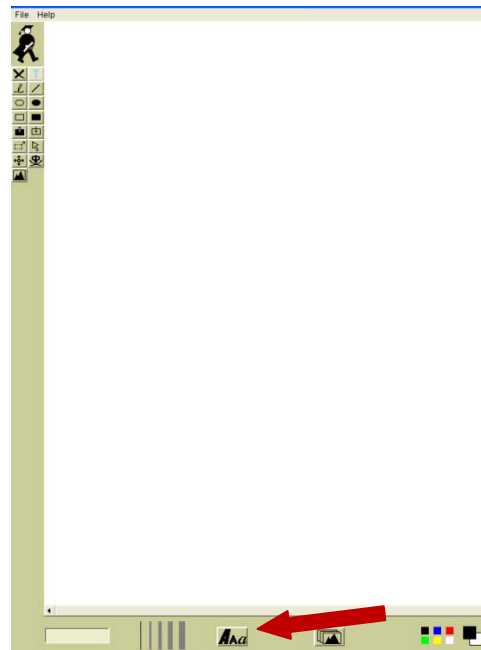


CIE

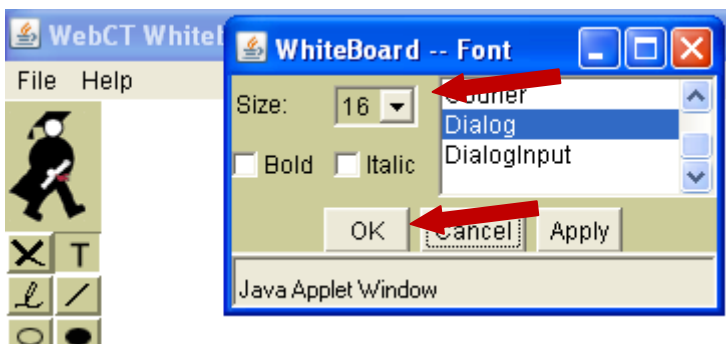
The Center for Instructional Excellence

WHITEBOARD – USING TOOLS

- I. Changing the Type font
 - a. Click the <Aaa> at bottom of page



- b. Choose size, etc.
 - c. Click <OK>



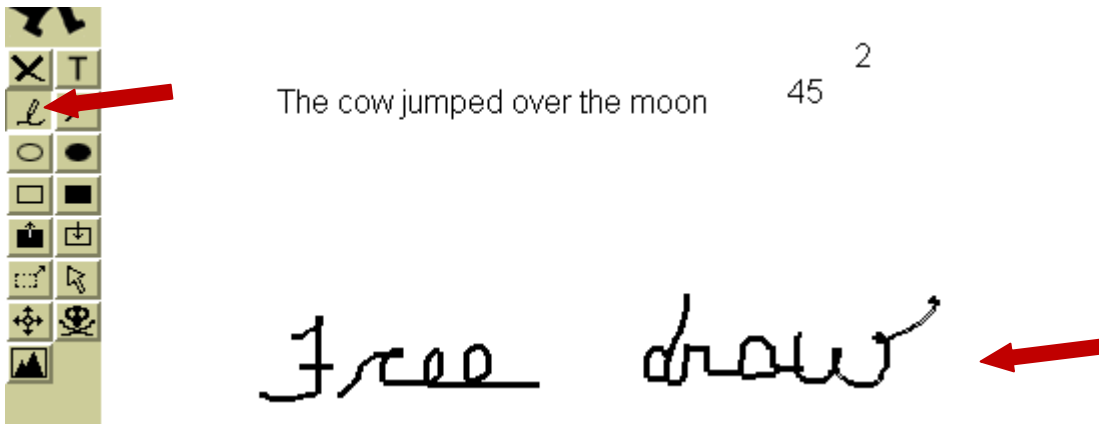
II. To use the typing feature

- a. Click <T>
- b. Type on page , similar to test boxes



III. To write with the mouse

- a. Click <I>
- b. Use mouse to write



IV. To delete an individual item

- a. Click on skull and cross bones
- b. Squares appear around individual items
- c. Click the corner of the item you wish to remove

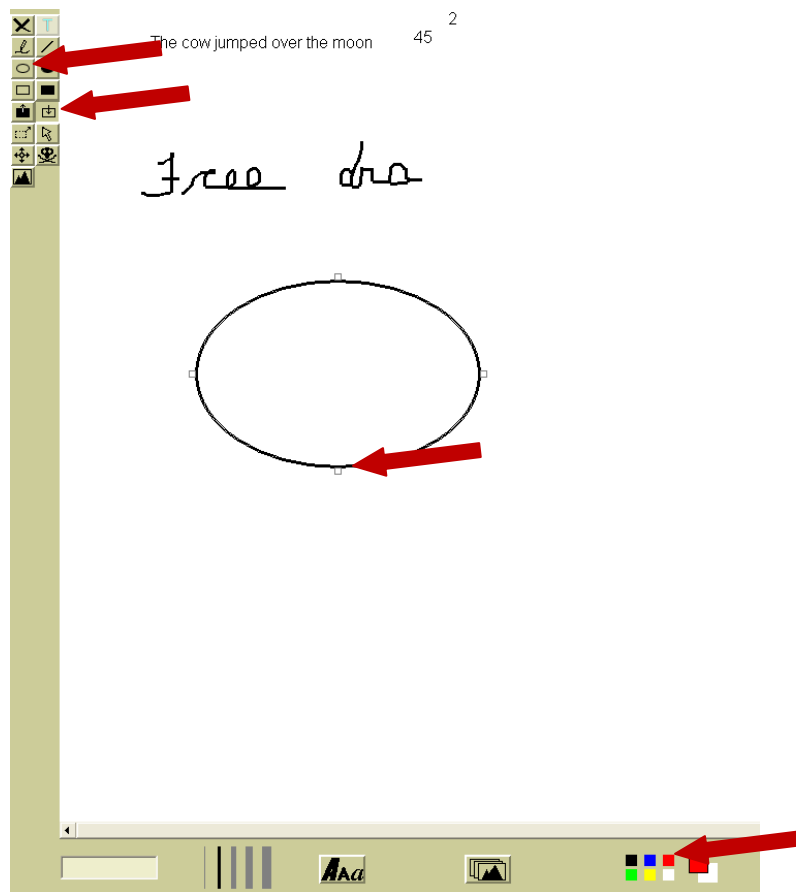


The cow jumped over the moon 45 2

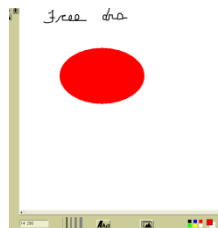
Free dra

V. To add a shape and fill

- a. Click on oval
- b. Use mouse to do desired shape
- c. Click fill shape
- d. Click color
- e. Click small square on picture



f. The oval fills



VI. Moving and object

- Click on 4 arrow icon
- Click a square on the object you wish to move
- Hold mouse key down and move it.



VII. Placing an imported picture.

- a. Click Mountains a bottom
- b. Choose picture
- c. Click <OK>
- d. Click mountains as side
- e. Click whiteboard where you want picture

